Project Progress Report

Project Name:	**Grants, Contracts, and Loans Management System**

Reporting Period:	From:	November 1, 2007	To:	November 30, 2007

Audience: Sadie Rodriquez-Hawkins, Jan Marie Ferrell, Polly Zehm, Allen Schmidt, DIS, and ISB

Schedule Status: **[X] GREEN**   **[ ] YELLOW**   **[ ] RED**
(Green = project is on-time; Yellow = project is 10% behind schedule; Red = project is more than 10% behind schedule or a significant risk has arisen that could cause failure of the project)

Budget Status: **[X] GREEN**   **[ ] YELLOW**   **[ ] RED**
(Green = project is on-budget; Yellow = project is 10% over budget; Red = project is more than 10% over budget or a significant risk has arisen that could cause failure of the project)

Risk Status: **[X] GREEN**   **[ ] YELLOW**   **[ ] RED**
(Green = no new risks; Yellow = new risks are level 6 or less; Red = new risks are level 9)

Achievements

- Conducted two, two-day vendor production demonstrations – Sierra Systems Inc. and Agate Software
- The RFP evaluation team, after extensive review and discussion, recommended Sierra Systems Inc. as the apparently successful vendor to the Executive Steering Committee and they unanimously approved the evaluation team's recommendation to select Sierra Systems as the apparently successful vendor.
- Announced Sierra Systems as the apparently successful vendor for the proposed solution.
- Announced Pacific Consulting Group as the apparently successful vendor for external QA.
- Debriefed Grantium Inc. who submitted a potential solution proposal.
- Debriefed COPLAN Inc who submitted a response for external QA.
- Completed contract negotiations with Sierra Systems.
- Competed statement of work order for the first 45 days.
- Finalized the High-level Test Plan.

Objectives for the next reporting period

- Sierra Systems Inc. and Pacific Consulting Group begin.
- Complete the common opportunity inventory blueprinting.
- Identify and configure development servers
- Identify and document project issues/risks/tasks

Schedule

Major Milestones and Deliverables for November

- Vendor product demonstrations — 11/5-8
- Executive Sponsor meeting (vendor recommendation) — 11/15
- **Announce Apparently Successful Vendor** — **11/16**

Planned Major Milestones and Deliverables

- **Earliest contract effective date** — **12/6**
- **Common Opportunity Inventory Blueprinting** — **12/15**
- **Project Management Plan Approved** — **1/18**
- **Install Base System** — **1/21**
- **Re-baseline – Revise Scope, Budget Check, ~45 days** — **2/19**
- Pilot
  - Select Pilot Programs — 1/18
  - Fit/Gap Analysis — 6/2
    - Configuration requirements and design — 4/18
  - **Pilot configuration requirements and design** — **6/14**
  - Pilot Implementation
    - Pilot Acceptance Test Plan — 9/12
    - Configure Pilot — 9/12
    - User Acceptance Testing — 10/23
- **Re-baseline – Go/No-Go** — **11/14**
- **ECY – CTED first program implementation** — **12/15**
- Rollout to remaining programs — 7/27
- Post implementation review — 8/10

Budget

IT Project Pool:	5,463,810
Project-to-date (7/07 to 11/07)	
Salaries/Benefits:	183,761
Internal Administrative:	128,719
Goods & Services:	723
Total Expense:	**313,203**
Project Balance:	**5,150,607**

Issues

None

Risks

Newly discovered or re-arisen, including Risk Severity Indicator